

**CHANGE**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1600.1D CHG 1

3/30/99

**SUBJ: PERSONNEL SECURITY PROGRAM**

1. **PURPOSE.** The change transmits FAA Form 1600-59, Sensitivity Level Designation Record.

2. **EXPLANATION OF CHANGES.**

a. Add FAA Form 1600-59 as page 19 of Appendix 3, Position Risk and Sensitivity Level Designation Process.

b. Revise page vi of the Table of Contents to reflect the one page addition to appendix 3.

3. **PAGE CONTROL CHART.** Specific changes are listed below.

Remove Pages	Dated	Insert Page(s)	Dated
		Appendix 3 19	3/30/99
Table of Contents v and vi	2/5/98	v	2/5/98
		vi	3/30/99

  
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Initiated By: ACP-300



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 <b>POSITION RISK/SENSITIVITY LEVEL DESIGNATION RECORD</b>									
Division/Branch	Organization Code or Cost Center								
Position Title	Position Description Number								
If the position is a national security position ( <i>security clearance required</i> ) Sections I, II and III are optional.									
<b>RISK DESIGNATION SYSTEM</b>									
<b>I. Program Placement</b>									
Impact on efficiency of service	<table style="width: 100%; text-align: center;"> <tr> <td>Major</td> <td>Substantial</td> <td>Moderate</td> <td>Limited</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Major	Substantial	Moderate	Limited	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major	Substantial	Moderate	Limited						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Scope of Operations for efficiency of service	<table style="width: 100%; text-align: center;"> <tr> <td>World Wide</td> <td>Gov't Wide</td> <td>Multi-Agency</td> <td>Agency</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	World Wide	Gov't Wide	Multi-Agency	Agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
World Wide	Gov't Wide	Multi-Agency	Agency						
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Placement	<table style="width: 100%; text-align: center;"> <tr> <td>Major</td> <td>Substantial</td> <td>Moderate</td> <td>Limited</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Major	Substantial	Moderate	Limited	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major	Substantial	Moderate	Limited						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<b>II. Position Risk Points</b>									
a. Degree of public trust (7-1)	_____								
b. Fiduciary responsibilities (7-1)	_____								
c. Importance to program (7-1)	_____								
d. Program authority level (7-1)	_____								
e. Supervision received (7-1)	_____								
TOTAL POINTS: _____									
<b>III. Risk / Sensitivity Level</b>									
High Risk - 6 Moderate Risk - 5 Special-Sensitive - 4	Critical-Sensitive - 3 Noncritical-Sensitive - 2 Low Risk - 1								
RISK LEVEL: _____									
<b>IV. Final Adjustment Factor(s), including AIS Risk Criteria.</b>									
<b>Level of Security Clearance Required</b> <input type="checkbox"/> TOP SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> NONE									
<b>V. Final Risk / Sensitivity Level</b>									
Final Risk / Sensitivity Level - _____ Comments:									
<b>Level of Investigation Required</b> <input type="checkbox"/> NACI <input type="checkbox"/> NACIC <input type="checkbox"/> MBI <input type="checkbox"/> LBI <input type="checkbox"/> BI <input type="checkbox"/> SBI									
Agency Designator (Type or Print name)	Signature of Agency Designator Date								

